

Prepare

ARE YOU
COVERED?

EMPLOYEE BENEFITS
OPEN ENROLLMENT
APRIL 13 - MAY 8, 2015

February 13, 2015

Announcement . . .

In preparation for Open Enrollment, the Employee Benefits Division wants to provide you with some important information.

- Open Enrollment for Plan Year 2015-2016 is **April 13 – May 8**. It will be an **ACTIVE** enrollment this year. Benefits-eligible employees **must take action** to select the benefits they need or waive coverage.
- Employees who do NOT take action to actively select their benefits or waive coverage will default into **employee-only coverage** in these plans:
 - Cigna HMO Plan
 - Catamaran Co-Insurance Prescription Plan
 - Magellan Behavioral Health Plan
 - Additionally, they will not be enrolled in the dental or vision plans

Prepare for Open Enrollment . . .

There are two things employees can do now to prepare for Open Enrollment.

1. Verify that their home address is current in ADP. They should do this by March 2, 2015. Open Enrollment Worksheets will be mailed to employees' home address in early April.
To check an address:
 - Log into ADP: <https://portal.adp.com>.
 - Select the "Personal Information" tab at the top of the page and then "Addresses" from the menu.
 - To change an address, click on the "Edit" button on the bottom left corner. Make changes and then select "Save."
2. If employees do not know what benefits they are currently enrolled in, they should print out a copy of their Benefits Summary page. To do so:
 - Log into ADP: <https://portal.adp.com>.
 - Select the "Benefits" tab at the top of the page and then "Welcome" from the menu.
 - Click on the "Benefit Enrollment System" link.
 - Click on the "Continue" button in the upper right hand corner of the screen.
 - Click on "2014-2015 Benefit Summary" and the "Print" button to print.

For Open Enrollment updates, look on the EBC under the Employee Benefits Headlines and on our [website](#).